

HUMAN RESOURCES OFFICE

Naval Support Activity Bahrain

Vacancy Announcement

Announcement Number - NSA-11-018

OPENING DATE: 16 February 2011

CLOSING DATE: 2 March 2011

Position Title: HOUSING REFERRAL ASSISTANT (OA)

TWO (2) VACANCIES

Pay Plan-Series-Grade: GS-0303-05

Status: **TEMPORARY, NOT TO EXCEED 180 DAYS**

Yearly Salary Range: \$27,431 – \$35,657 per Annum

Location: NSA Bahrain Housing Office, BAH

Area of Consideration: **Current Federal Employees and Military Spouse Preference/Family Member's eligibles residing in the Commuting Area; Veterans Employment Opportunity Act (VEOA) eligibles.**

ABOUT THE JOB

This position involves performing housing referral services to U. S. Military and Civilian personnel and their dependents assigned to Bahrain. This position includes coordinating the community Housing Program for NSA, which encompasses locating suitable housing for bachelors and families in the area. The work normally involves the performance of standard housing management functions that composes several segments of a broader project or program assignment.

QUALIFICATIONS/EVALUATION METHOD

- GS-05: 1 year of specialized experience at the next lower grade; education: 4 years above high school. The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement. <http://www.opm.gov/qualifications/standards>.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.
- Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.
- One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

1. Selectee(s) must undergo a background investigation;
2. Must be a U.S. Citizen; and
3. Temporary, Full-time, work schedule not to exceed 80 hours per pay period.

REQUIRED DOCUMENTS

1. **Resume:** In order for the work experience to be evaluated, applicants must identify the name and phone number of each employer, the title of each job performed, as well as the start and ending dates of employment. If this information is not provided your application will not be evaluated for the position.
2. Copy of Transcripts to receive credit for education;
3. Copy of SF-50 (Notification of Personnel Action) for current federal employee on Leave Without Pay (LWOP);
4. Questionnaire for Military Spouse or Family Member Preference; and
5. Copy of spouse's PCS orders and Dependent Entry Approval.
6. DD-214 if applicable.

All documents must be legible! If all the required documents above are not provided your application will not be considered. IMPORTANT! DO NOT SUBMIT unsolicited documents.

NOTICES

HAND DELIVER APPLICATIONS TO:
Naval Support Activity Bahrain, Human Resources Office, Bldg 267

Applications not received by the closing date will not be considered.

FAXED DOCUMENTS WILL NOT BE ACCEPTED

- Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a “Stateside/CONUS” hire will **NOT** be granted.
- Military Spouse Preference eligibles **will lose** their preference upon acceptance or declination of a job offer to a permanent position.

MANAGEMENT MAY FILL THE VACANCIES BY METHODS OTHER THAN MERIT STAFFING PROCEDURES.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.
